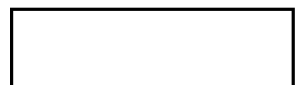


Rec Mgt 1-1

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Security Information



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LOGISTICS
13 November 1953



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SUPPLY

PROCUREMENT OF LETTER- AND LEGAL-SIZE FILING CABINETS

1. Effective upon publication of this Notice, the following standards are established for the procurement of letter- and legal-size filing cabinets.

a. Cabinets without locks. Procurement of correspondence type filing cabinets will be restricted to standard five-drawer legal- or letter-size cabinets. The cabinets established as standard are equipped with guide rods and have 24-inch drawers. Requisitions for legal-size cabinets will not be honored unless accompanied by a justification stating that an estimated 20 percent or more of the material to be filed therein is of legal size. If it is estimated that less than 20 percent of the material is of legal size, the justification should state the reason why letter-size cabinets cannot be used.

b. Cabinets equipped with combination locks. Purchases will be limited to the standard four-drawer combination lock legal- or letter-size cabinets, depending upon the size of the record material to be filed. Requisitions for the legal-size cabinets will include a justification such as described in paragraph a. above. The cabinets will be of a standard and type to meet the security requirements of the Agency.

2. Where feasible, the files of organizational units should be centralized and various series of files combined so as to permit the use of correspondence type filing cabinets without locks in vault areas instead of the expensive type of equipment with a combination lock. The approval of the Security Office is required for the establishment of a vault area.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE
Acting Deputy Director
(Administration)

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Exhibit N